

CPCS
Approving Official

Table of Contents

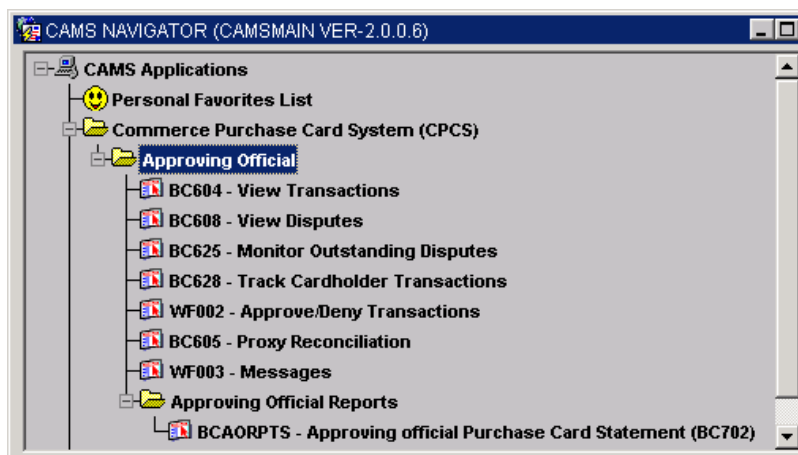
<i>Chapter 11 Approving Official</i>	<i>11-1</i>
11.1 Approve/Deny Transactions	11-1
11.2 View/Track Cardholder Data	11-3
11.3 Approving Official Purchase Card Statement Report	11-3
11.3.1 Generate Bankcard Statement	11-4
11.3.2 Statement Example	11-5
11.4 Proxy Reconciliation	11-5
11.5 Message Retrieval (WF003)	11-7
11.5.1 Deleting Messages	11-9

This page was left blank intentionally

Chapter 11 Approving Official

CPCS provides automated approval and electronic notifications. The system generates a message notifying Approving Officials that there are documents awaiting approval. This message appears when the Approving Official logs onto CPCS. It is important to note that approving a document requires verifying the applicable information and choosing an approval option.

The following illustrates the menu options available for approving officials:



11.1 Approve/Deny Transactions

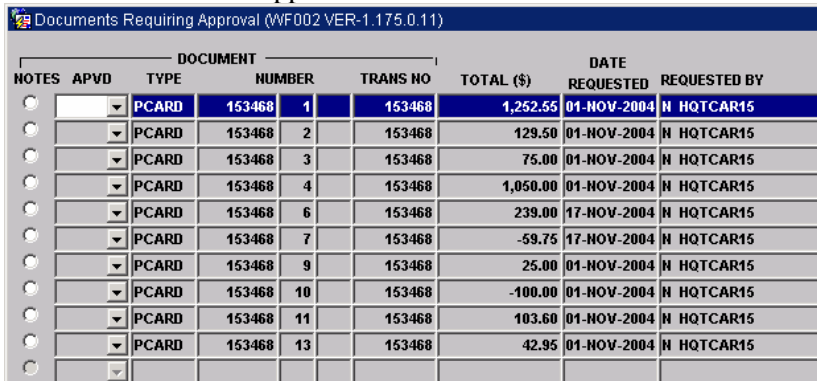
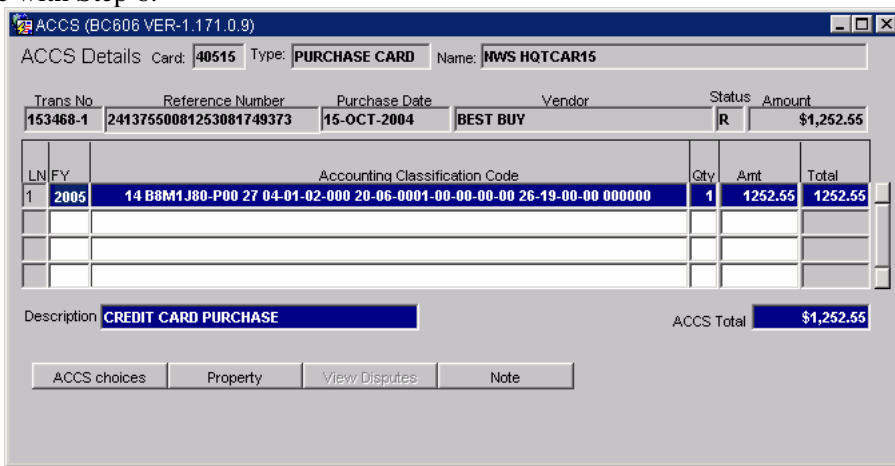
Approving officials receive electronic notifications of documents awaiting their approval on the Messages (WF-003) screen. Section?? includes additional information pertaining to messages. Approving officials can approve or deny transactions that have been reconciled by the cardholder or group administrator. Only those documents awaiting his/her approval may be accessed by an Approving Official. The following is an example of the Documents Requiring Approval (WF002) screen:





NOTES	APVD	DOCUMENT				TOTAL (\$)	DATE	
		TYPE	NUMBER	TRANS NO			REQUESTED	REQUESTED BY
		PCARD	153468	1	153468	1,252.55	01-NOV-2004	N HQT CAR15
		PCARD	153468	2	153468	129.50	01-NOV-2004	N HQT CAR15
		PCARD	153468	3	153468	75.00	01-NOV-2004	N HQT CAR15
		PCARD	153468	4	153468	1,050.00	01-NOV-2004	N HQT CAR15
		PCARD	153468	6	153468	239.00	17-NOV-2004	N HQT CAR15
		PCARD	153468	7	153468	-59.75	17-NOV-2004	N HQT CAR15
		PCARD	153468	9	153468	25.00	01-NOV-2004	N HQT CAR15
		PCARD	153468	10	153468	-100.00	01-NOV-2004	N HQT CAR15
		PCARD	153468	11	153468	103.60	01-NOV-2004	N HQT CAR15
		PCARD	153468	13	153468	42.95	01-NOV-2004	N HQT CAR15

This screen lists transactions individually by cardholder and provides drill down capabilities for detailed information, including the description, ACCS, applicable notes or property data, vendor, etc. Approving officials can approve/deny transactions directly on the Documents Requiring Approval (WF002) screen or drill down for transaction details.

Approving officials must enter a **Note** in order to deny a transaction. Transactions that have been denied appear on the Reconcile Transaction screen with the status changed to not reconciled. The note entered by the approving official provides an explanation to the cardholder or group administrator as to why the transaction was not approved and any corrective action required.

Within this screen, approving officials perform the following steps to approve a transaction:

Step	Action
1	Log into CPCS. <i>Note: Please refer to Section 3.1.2 for details pertaining to the login process.</i>
2	Select the WF002 – Approve/Deny Transactions menu option.
3	Click on the transaction to be approved. 
4	Double-click on the Transaction Number to drill down to view detailed information, or continue with Step 6.  <p><i>Note: Additional details can be viewed by clicking on the Note, Property, or ACCS choices buttons on the bottom of this screen.</i></p>

Step	Action
5	After viewing transaction details, click on the <EXIT> icon  to return to the WF002 – Approve/Deny Transactions screen.
6	Click on the <i>Notes</i> radio button to review and/or enter notes applicable to the transaction. <i>Note: Approving officials are required to enter a Note to deny a transaction; denied transactions appear on the Reconcile Transaction screen and cardholders can view the note in order to take necessary corrective action.</i>
7	Click on the down arrow  in the APVD column.
8	Select Yes to approve the transaction <u>OR</u> No to deny the transaction.
9	Click the Save icon  .
10	Click on the <EXIT> icon  to return to the menu.

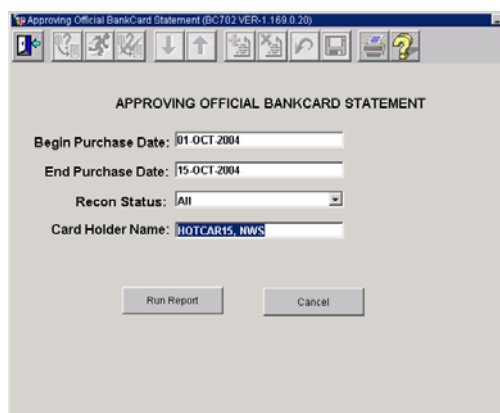
11.2 View/Track Cardholder Data

Cardholders, group administrators, and approving officials have the ability to view and track cardholder transactions, including disputes. CPCS utilizes various screens for this functionality. Please refer to the following sections of this manual for additional information:

- 7.1 View Cardholder Transactions
- 7.2 Track Cardholder Transactions
- 7.1 View Disputes

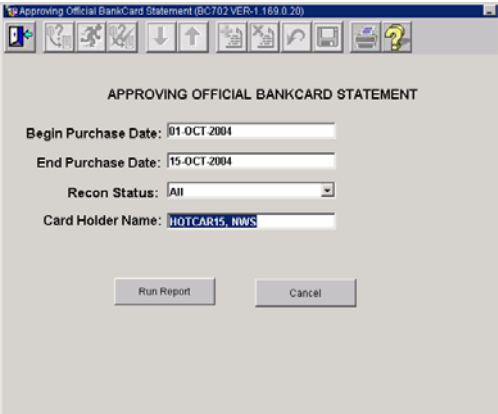


11.3 Approving Official Purchase Card Statement Report

Approving Officials can produce a Purchase Card Statement for one or more cardholders assigned to them. Similar reports can also be generated by cardholders, group administrators, or initiators. The following screen is used to generate this report:



11.3.1 Generate Bankcard Statement

Approving Officials perform the following steps to generate a bankcard statement:

<i>Step</i>	<i>Action</i>
1	Select the BC-702 – Approving Official Bankcard Statement menu option 
2	Enter the <i>Begin Purchase Date</i> and the <i>End Purchase Date</i>
3	Select the desired Recon <u>or</u> accept the default value (ALL)
4	Select the <i>Cardholder</i>
5	Click the Run Report button
6	The statement can be viewed using Adobe Acrobat Reader <i>Note: An example of the statement is included in Section 8.2</i>
7	To print the statement within Adobe Acrobat, select File – Print from the drop-down menu <u>or</u> Click on the Print icon 
8	Exit Adobe Acrobat and return to the Bankcard Statement screen.
9	Click on the Exit icon  to return to the menu.

11.3.2 Statement Example

The following is an example of the report:

BC702



Department of Commerce

Approving Official
Purchase Card Statement



Approving Official	Begin Purchase Date	End Purchase Date	Grand Total Transactions	Date Prepared	Page 1 of 1
HQTAPP03, NWS-NESDIS	01-OCT-2004	15-OCT-2004	\$8,182.45	18-NOV-2004	

Cardholder
HQTCCARIS, NWS

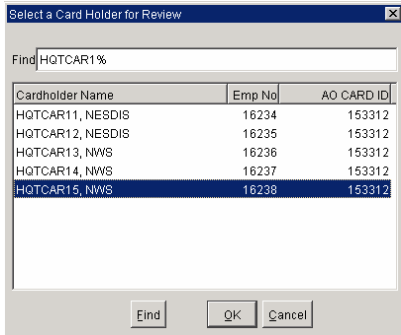

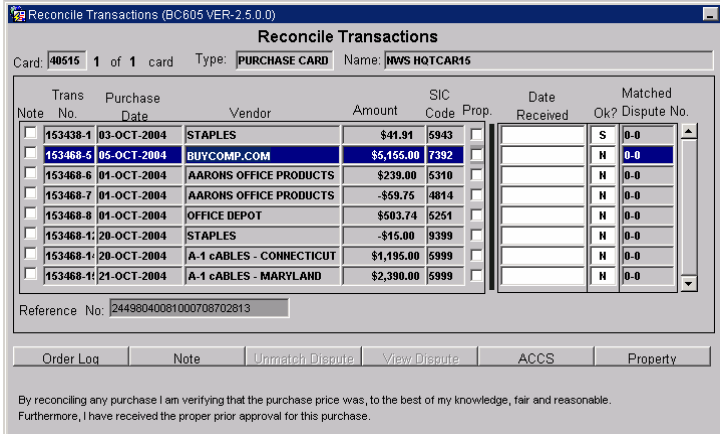
Total Purchases For card# 40515
\$8,182.45

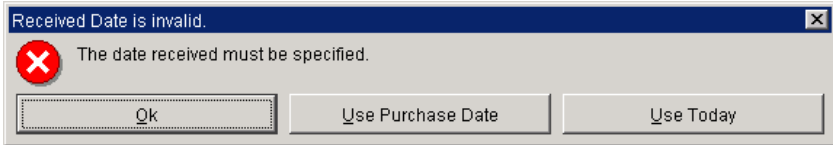
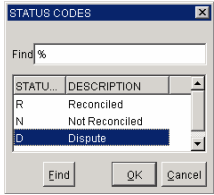

Vendor	Date Purchased	Amount	Date Received	Date Posted	Recon Status	Org/Proj/Object Class	Trans No.
STAPLES	03-OCT-2004	41.91		05-OCT-2004	S	20-06-0001-00-00-00-00/B8M1J80-P00/26-19-00-00	153438-1-1
AARONS OFFICE PRODUCTS	01-OCT-2004	239.00	05-OCT-2004	24-OCT-2004	R	20-06-0001-00-00-00-00/B8M1J80-P00/26-19-00-00	153468-6-1
Note: 4 FILE CABINETS, 5-DRAWER LETTER							
Note: Disputed transaction							
Note: initial disputed trans							
AARONS OFFICE PRODUCTS	01-OCT-2004	-59.75	01-OCT-2004	24-OCT-2004	R	20-06-0001-00-00-00-00/B8M1J80-P00/26-19-00-00	153468-7-1
Note: CREDIT FROM \$239 CHARGE							
Note: Match credit to disputed transaction							
Note: Reconcile if this is the last credit needed.							
Note: disputed trans							
OFFICE DEPOT	01-OCT-2004	503.74		24-OCT-2004	N	20-06-0001-00-00-00-00/B8M1J80-PBJ/26-19-00-00	153468-8-1
Note: OFFICE SUPPLIES							
BUYCOMP.COM	05-OCT-2004	5,155.00		24-OCT-2004	N	20-06-0001-00-00-00-00/B8M1J80-P00/26-19-00-00	153468-5-1
Note: DIGITAL CAMERA							
Note: DIGITAL CAMERA SUPPLIES							
Note: DIGITAL CAMERA							
COMP USA	11-OCT-2004	1,050.00		24-OCT-2004	R	20-06-0001-00-00-00-00/B8M1J80-P00/26-19-00-00	153468-4-1
Note: OVERHEAD PROJECTORS WITH CASES AND SUPPLIES							
Note: WILL BE DISPUTED -- AMOUNT SHOULD BE \$950.00							
BEST BUY	15-OCT-2004	1,252.55	18-OCT-2004	24-OCT-2004	R	20-06-0001-00-00-00-00/B8M1J80-P00/26-19-00-00	153468-1-1
Note: 2 SONY CAMCORDERS WITH VIDEO CASSETTES							

11.4 Proxy Reconciliation

Approving officials perform the following steps to perform proxy reconciliations:

Step	Action
1	Log into CPCS. <i>Note: Please refer to Section 3.1.2 for details pertaining to the login process.</i>
2	Select the BC605 – Proxy Reconciliation menu option.

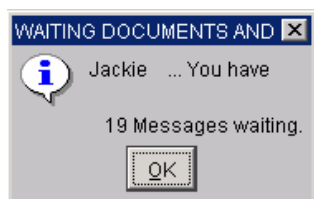
Step	Action
3	<p>Select the cardholder for the proxy reconciliation and click the OK button</p> <p>OR</p> <p>Double-click on the Cardholder Name</p> 
4	<p>Click on the OK button to acknowledge the warning message</p> 
5	<p>Click on the transaction to be reconciled.</p> 
6	<p>Click on the Order Log button on the lower left portion of the screen and match the transaction to the applicable order log entry.</p> <p><i>Note: Please refer to steps 5-10 in Section 6.1 for additional details pertaining to the matching process.</i></p>
7	<p>Click on the ACCS button to verify the ACCS data and make any necessary changes.</p> <p><i>Note: The transaction is automatically charged to the default ACCS, unless another ACCS was specified on the order log and matched to the transaction <u>or</u> changes are entered at this point in the process. Users have 2 options available for modifying the ACCS. Please refer to Section 6.1.1.1 for additional details to utilize the ACCS Choices button <u>or</u> Section 6.1.1.2 to modify the ACCS directly from the Accounting Classification Code field.</i></p>

Step	Action
8	<p>Click on the Property button from the Reconcile Transaction or ACCS Details screen to enter accountable property information, if applicable. This action is only required for transactions with a property object class (31-##).</p> <p><i>Note: Please refer to Section 6.1.2 for additional details pertaining to Accountable Property. All transactions charged to an ACCS with an Object Class code beginning with 31 must include Accountable Property data.</i></p>
9	<p>Click on the DATE RECEIVED field for the transaction and enter the date the items were received, if the receipt date was not available from the order log entry.</p> <p><i>Note: If a date is not entered in this field prior to changing the status to a reconciled item, the system will generate the following message:</i></p>  <p><i>Select one of the following option in response to the message shown above:</i></p> <ul style="list-style-type: none"> ➤ Click on the OK button and enter the applicable receipt date ➤ Click on the Use Purchase Date button to use the transaction purchase date ➤ Click on the Use Today button to use the current date
10	<ul style="list-style-type: none"> ▶ Click on the N in the OK? Field to open the Status Codes pop-up. ▶ Double-click on Reconciled <i>or</i> Select Reconciled and click on the OK button. <p><i>Note: Please refer to Section 6.2 for details pertaining to disputing a transaction.</i></p> 
11	<p>Click the Save icon  to complete the reconciliation process. Once a transaction has been reconciled, it is automatically forwarded to the Approving Official and does not appear on the Reconcile Transaction screen.</p> <p><i>Note: If an Approving Official disapproves a transaction, the status reverts to Not Reconciled and will show up on the Reconcile Transaction screen with the additional note required by the Approving Official upon disapproval of a transaction.</i></p>

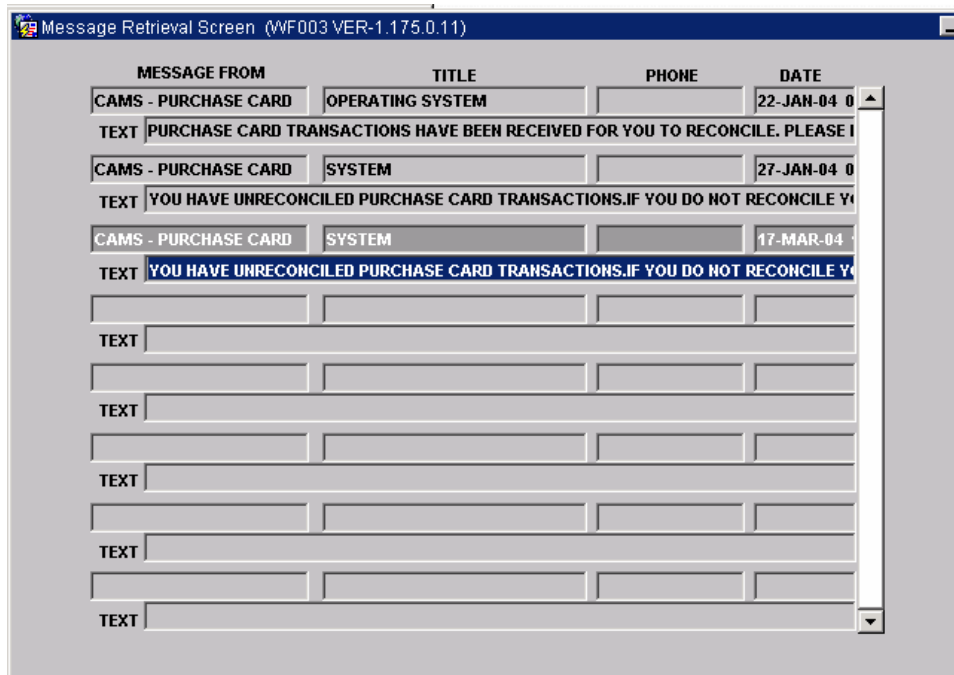
11.5 Message Retrieval (WF003)

The workflow module of CFS includes a mailbox within CFS called the Message Retrieval Screen (WF003). Messages are automatically generated based on functionality within specific applications or processes. Messages also displays the data, time, and status of system processes and reports initiated by the user and indicates whether processes are still running, have completed, or had errors. Users are notified of messages upon completion of the logon process.

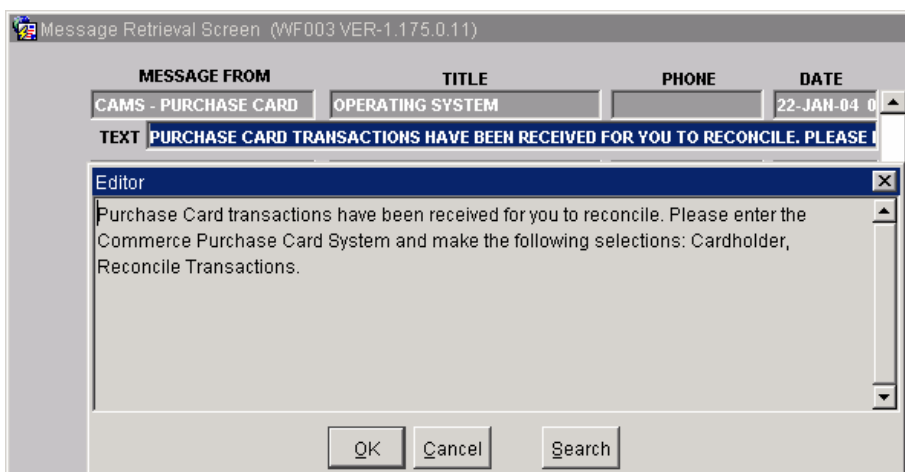
The following illustrates the dialog pop-up, which includes the number of messages:



The Message Retrieval Screen (WF003) screen displays messages to users when documents are awaiting their approval or require other. The following illustrates the Message Retrieval Screen (WF003):



The complete text may be displayed for a specific message by double-clicking in the text block to open the Editor pop-up, illustrated below:





Users will also receive a pop-up notification upon accessing Message Retrieval Screen (WF003) if messages do not exist. The following is an example of this notification:



11.5.1 Deleting Messages

Messages can be deleted from the Message Retrieval Screen (WF003) and users are encouraged to delete older messages on a regular basis. After deleting messages, it is very important to save prior to exiting the WF003 screen. Users perform the following steps to delete messages:

Step	Action
1	Select the message to be deleted by clicking on it; this action deleted the message from the WF003 screen
2	Press the <Delete Record> icon 
3	Repeat previous step for any other messages to be deleted
4	Press the <Save> icon  <i>Note: Messages are not deleted from the system until the deletions have been saved, prior to exiting the screen.</i>